

Board of Veterinary Medicine

Inspection Plan

I. STATUTORY AUTHORITY

- A. Section 54.1-3804, Code of Virginia: This section gives the Board the power and authority to regulate, inspect and register all establishments and premises wherein or whereon veterinary medicine is practiced.
- B. Board of Veterinary Medicine Regulation 18 VAC 150-20-180.B(1): This regulation states that no animal facility will be registered by the Board unless it is first inspected by the Board and is found to meet the standards set forth by regulation 18 VAC 150-20-180 where applicable.
- C. Section 54.1-2505(9) and 54.1-2506, Code of Virginia: These sections require the Director of the Department to enforce the boards' laws and regulation.

II. BACKGROUND DISCUSSION

- A. Board of Veterinary Medicine: The Board by §54.1-3804 of the Code establishes standards of conduct for the practice of veterinary medicine.

The Board began registering animal facilities on March 1, 1979. Each facility must be inspected prior to the issuance of a permit. The Board continues to inspect animal facilities on a routine basis.

- B. Inspection Unit: The Inspection Unit was established on July 1, 1986. The Unit inspects and, by request, monitors compliance by licensees with sanctions and terms of Board orders. The Unit also conducts background investigations on requests for reinstatement or upon application of licensure.
- C. Inspection Plan: This plan establishes procedures to be followed for the selection, conduct, and reporting of inspections of animal facilities.

III. OBJECTIVE

To obtain compliance with the regulations and laws governing the practice of veterinary medicine by inspecting 268 animal facilities annually.

IV. TYPES OF FACILITIES SUBJECT TO INSPECTION

There are approximately 804 total licensed animal facilities. Two categories of permits are issued.

- A. Full - Service Facilities: A full-service facility is a stationary facility which provides surgery and encompasses all aspects of health care for small and large animals.
- B. Restricted Facilities: A restricted animal facility is any fixed or mobile establishment, veterinary hospital, animal hospital, or premises where or out of which the scope of veterinary practice is limited. An example is a practice limited to the ophthalmology.

This is a new category of permit established by regulation effective June 11, 1987.

There are approximately 804 licensed animal facilities that are subject to inspection. It requires an average of two hours on-site and one hour travel time to conduct an inspection of an animal facility.

V. TYPES OF INSPECTIONS

- A. New: Facilities which have made application to the Board for either category of facility permit are required to be inspected prior to opening to determine if all requirements are met. These inspections will be announced. Approximately 25 new facilities inspections each year will be conducted.
- B. Routine Inspections: These are conducted to determine if the facility continues to meet the requirements.

Routine inspections are unannounced.

The frequency of routine inspections is discussed in Section VII of this plan.

Approximately 134 routine inspections will be conducted each year.

- C. Controlled Substance Registration Certificate (CSRC) Inspections: These are conducted to determine if the facility meets the requirements of the Drug Control Act relating to the storage, distribution and maintenance of records for Schedule II through V controlled substances.

CSRC inspections will be unannounced.

The frequency of CSRC inspections is discussed in Section VII of this plan.

Approximately 134 CSRC inspections will be conducted each year.

- D. Reinspections: Reinspections are conducted at the request of the Board as a result of deficiencies noted on a previous inspection report. These inspections determine if facilities have corrected the deficiencies previously cited. The Inspection Unit will also inspect the areas outlined in Section VI.A. If the inspector observes a new violation, it shall be included in the reinspections report.

As probable cause exists from the deficiencies noted on the previous inspection report, reinspections will be unannounced.

Approximately 25 reinspections will be conducted each year.

VI. FACILITY INSPECTION ITEMS

- A. Routine Inspections: When conducting routine inspections, the inspector will determine the following:

1. Full-Service Facilities

a. Permits/Licenses: (Board Regulation 18 VAC 150-20-30)

- (1) Displayed [Board Regulation 18 VAC 150-20-30.A]: Each permit, license, certificate, with the exception of the DEA registration and Controlled Substance Registration Certificate, must be posted for public view in a common area. A common area would be the reception area, yes or no? If no, document
- (2) Current [Board Regulation 18 VAC 150-20-70.A and 150-20-185.A]: All permits, licenses, and certificates current, yes or no? If no, document.

b. Building and Grounds

- (1) Sanitation [Board Regulation 18 VAC 150-20-200.A(1): If the facility is unclean or not free of filth that could endanger the health of clients, the inspector will

describe the conditions on the inspection form and take photographs to substantiate the exact nature of the unsanitary conditions.

- (2) Temperature [Board Regulation 18 VAC 150-20-200.A(1)(a): The facility shall maintain a temperature between 59 degrees and 86 degrees Fahrenheit.
- (3) Ventilation [Board Regulation 18 VAC 150-20-200.A(1)(a): The inspector will describe the facility's ventilation system on the inspection form.
- (4) Lighting [Board Regulation 18 VAC 150-20-200.A(1)(a): The inspector will determine if the lighting is consistent with the medical well being of the patients.
- (5) Water [Board Regulation 18 VAC 150-20-200.A(1)(b): The inspector will determine if the facility has hot and cold water and the source of the water supply, such as well or public water supply.
- (6) Waste [Board Regulation 18 VAC 150-20-200.A(1)(b): The inspector will determine if the facility has a toilet and lavatory.

c. Areas Within Building [Board Regulation 18 VAC 150-20-200.A(2):

- (1) Reception area [Board Regulation 18 VAC 150-20-200.A(2)(a): Is the reception area separate, yes or no? If no, document.
- (2) Examination room(s) Board Regulation 18 VAC 150-20-200.A(2)(b): Examination Rooms(s), yes or no? If no, document.
- (3) Surgery Area Board Regulation 18 VAC 150-20-200.A(2)(c): A room dedicated only for surgery, yes or no? If no, document.

Does the surgery room serve as a corridor, yes or no?
If yes, document.

Measure and record the size of the surgery room on the inspection form.

Storage in surgery room limited to items and equipment normally related to surgery.

(4) Laboratory Board Regulation 18 VAC 150-20-200.A(2)(d)

(a) In-house: Documentation of test results in client record and for the following tests, yes or no? If no, document.

- 1) urinalysis
- 2) complete blood count
- 3) flotation test
- 4) skin scraping for diagnosing external parasites
- 5) examination for circulating blood microfilaria
- 6) blood chemistries
- 7) cultures and sensitivities
- 8) biopsy
- 9) complete necropses, including histopathology
- 10) serology

(b) Consultation Services: Copy of consultant's laboratory results in client records, yes or no? If no, document.

(5) Animal Housing Areas Board Regulation 18 VAC 150-20-200.A(2)(e): Separate compartments constructed in such a way to prevent residual contamination, yes or no? If no, document.

Accommodations allowing for effective separation of contagious and non contagious patients, yes or no? If no, document.

Exercise runs which provide for effective separation of animals, or walking animals at medically

appropriate intervals, if appropriate, yes or no? If no, document.

- d. Drug Storage and Dispensing [Board Regulation 18 VAC 150-20-190]: Drugs dispensed in safety closure containers, yes or no? If no, document. (Will be determined by checking for the stocking of safety enclosures and observing drugs awaiting pick-up.)
- (1) Safety Closure Containers [Board Regulation 18 VAC 150-20-190.B]: Drugs dispensed in safety closure containers, yes or no? If no, document. (Will be determined by checking for the stocking of safety enclosures and observing awaiting pick-up.)
- (2) Are Drugs Dispensed Labeled as Follows [Board Regulation 18 VAC 150-20-190.C]:
- (a) name and address of a facility, yes or no? If no, document.
 - (b) name of client, yes or no? If no, document.
 - (c) animal identification, yes or no? If no, document.
 - (d) date dispensed, yes or no? If no, document.
 - (e) directions for use, yes or no? If no, document.
 - (f) name, strength, and quantity of drug dispensed, yes or no? If no, document.
 - (g) name of prescribing veterinarian, yes or no? If no, document.
- (3) Drug Security[Board Regulation 18 VAC 150-20-190.D]:
- (a) Bulk Schedule II drugs locked at all times with access to veterinarian only, yes or no? If no, document.
 - (b) Working stock of Schedule II drugs under separate lock accessible to veterinarians and certified animal technicians only, yes or no? If no, document.

- (c) Schedule III-VI drugs restricted from public access, yes or no? If no, document.
 - (d) Thefts or losses of Schedule II-V drugs reported immediately to the board of Pharmacy and Drug Enforcement Administration, yes or no? If no, document.
 - (e) Expired drugs contained in working stock of drugs, yes or no? If yes, document.
- e. Record Keeping [Board Regulation 18 VAC 150-20-190(G)(H)(I) and 150-20-195]:
 - (1) Facility maintain a written daily record on animals treated, yes or no? If no, document.
 - (2) Client records maintained for a period of three years following last visit or discharge, yes or no? If no, document.
 - (3) Individual records maintained on each client, yes or no? If no, document.
 - (4) Records for economic animals maintained on a per-client basis, yes or no? If no, document.
 - (5) Client records include pertinent medical data, drugs administered, dispensed, or prescribed, medical and surgical procedures performed, yes or no? If no, document.
 - (6) Animal identification system: Describe the components of the identification system on the inspection form.
 - (7) Drug distribution records maintained in addition to the patients' record, in chronological order, for the administration and dispensing of Schedule II-V drugs, yes or no? If no, document.
 - (8) Separate distribution record containing the following:

- (a) date of transaction, yes or no? If no, document.
 - (b) drug name and strength, yes or no? If no, document.
 - (c) amount of drug dispensed, administered, and wasted, yes or no? If no, document.
 - (d) client and animal identification, yes or no? If no, document.
 - (e) identification of veterinarian authorizing the administering or dispensing the drug, yes or no? If no, document.
 - (f) record maintained for two years, yes or no? If no, document.
- (9) Invoices for Schedule II-V drugs received maintained in chronological order, yes or no? If no, document.
- (10) Invoices for Schedule II drugs maintained separate from other records, yes or no? If no, document.
- (11) All drug records maintained at the facility for two years from date of transaction, yes or no? If no, document.
- (12) Required inventories of Schedule II-V drugs on-site and current?
 - (a) DEA inventory, yes or no? If no, document.
 - 1) inventory dates, yes or no?
 - 2) opening or closing of business, yes or no?
 - 3) signed by a person taking inventory, yes or no?
 - (b) If applicable: Change of veterinarian-in-charge inventory, yes or no? If no, document.
 - 1) inventory dates, yes or no?
 - 2) opening or closing of business, yes or no?
 - 3) signed by a person taking inventory, yes or no?

f. Radiology [18 VAC 150-20-200.A(3)]:

- (1) In-house services for obtaining radiographs, yes or no? If no, document. (Proof of in-house radiographic services would include x-ray machine, dark room, and review of actual x-rays.)
- (2) Consultant services for obtaining radiographs, yes or no? If no, document. (Proof of consultant radiographic services would be a review of actual radiographs and bill from the consultant service.)
- (3) Permanent imprint on each radiograph the identity of the facility/veterinarian, patient and date of exposure, yes or no? If no, document.
- (4) Radiograph labeled by permanent imprinting to reflect anatomic specificity, yes or no? If no, document.
- (5) Radiographic equipment complies with all requirements of 18 VAC 5-480-8520, Veterinary Medicine Radiographic Installations, of the Virginia Department of Health document "Ionizing Radiation Rules and Regulations," 180, yes or no? If no, document.
- (6) Radiographs maintained with and as a part of the patient's record, yes or? If no, document.

g. Equipment [Board Regulation 18 VAC 150-20-200.A(4)]:

(1) Examination Room [Board Regulation 18 VAC 150-20-200.A(4)(a)]:

- (a) Table with a nonporous surface, yes or no? If no, document.

(2) Surgery Suite [Board Regulation 18 VAC 150-20-200.A(4)(b)]:

- (a) Surgical table with nonporous surface, yes or no? If no, document. (Indicate type and model on the inspection report.)
 - (b) Surgical supplies, instruments and equipment, yes or no? If no, document. (The inspector will list the specific equipment and supplies on the inspection form.)
 - (c) New facilities performing surgery and facilities changing veterinarian-in-charge have a circle gas anesthesia machine, yes or no? If no, document.
 - (d) Automatic emergency lighting, yes or no? If no, document. (Automatic emergency lighting must, at a minimum, illuminate automatically with the loss of electrical power.)
 - (e) Surgical lighting, yes or no? If no, document.
 - (f) Instrument table, stand or tray, yes or no? If no, document.
 - (g) Waste receptacle yes or no? If no, document.
- (3) Radiology [Board Regulation 18 VAC 150-20-200.A(4)(c)] :*
- (a) Lead aprons, yes or no? If no, document.
 - (b) Lead gloves, yes or no? If no, document.
 - (c) Radiation exposure badges, yes or no? If no, document.
 - (d) X-ray machine, yes or no? If no, document.
- (4) General Equipment [Board Regulation 18 VAC 150-20-200.A(4)(d)]:
- (a) Steam pressure sterilizer or appropriate method of sterilizing instruments, yes or no? If no, document.
 - (b) Internal and external sterilization monitors if steam pressure sterilizers are used, yes or no? If no, document.
 - (c) Stethoscope, yes or no? If no, document.
 - (d) Ophthalmoscope, yes or no? If no, document.
 - (e) Thermometer, yes or no? If no, document.
 - (f) Storage of records, yes or no? If no, document.
 - (g) Anesthetic support equipment:

- 1) a resuscitation bag, yes or no? If no, document.
- 2) endotracheal tube, yes or no? If no, document.

*Required only if the facility has an in-house radiographic service.

- (h) Scales, yes or no?*
- (i) otoscope, yes or no?*

h. Disclosure Forms [Section 54.1-3806.1]:

Disclosure forms maintained as follows:

- (1) Separate from any other forms, yes or no? If no, document.
- (2) Specific hours and days continuous medical care is not available, yes or no? If no, document.
- (3) Form signed by client, yes or no? If no, document.

i. Licensure Renewal Requirements [Board Regulation 150-20-70.B]:

- (1) Original C.E. documents maintained at location where original license posted, yes or no? If no, document.
- (2) Original C.E. documents maintained for two years, yes or no? If no, document.

2. Restricted Facilities: [Board Regulation 18 VAC 150-20-30]:

Specific limitations on the scope of practice posted in a conspicuous area, yes or no? If no, document.

a. Large Animal Facility, Ambulatory Practice [Board Regulation 18 VAC 150-20-200.B(1)]:

- (1) Permits/Licenses: [Board Regulation 18 VAC 150-20-30.A]:
 - (a) Displayed [Board Regulation 18 VAC 150-20-30.A]: Each permit, license, certificate, with the exception of the DEA registration and Controlled Substance Registration Certificate, must be posted for public view in a common area. A common area would be the reception area, yes or no? If no, document.
 - (b) Current [Board Regulation 18 VAC 150-20-70.A and 150-20-185.A]: All permits, licenses, and certificates current, yes or no? If no, document.
- (3) All large animal ambulatory facilities shall meet the requirements of a full service facility in Section VI(A)(1) with the exception of:

* Not required for large animal or ambulatory facilities

- (a) All requirements for buildings and grounds
 - (b) All requirements for an examination room and surgery suite.
 - (c) Equipment for assisted ventilation.
 - (d) Scales
- b. Small Animal Facility House Call Practice [Board Regulation 18 VAC 150-20-200.B.(2)]:
 - (1) Permits/Licenses: [Board Regulation 18 VAC 150-20-200.B(2)]:
 - (a) Displayed [Board Regulation 18 VAC 150-20-30.A]: Each permit, license, certificate, with the exception of the DEA registration and Controlled Substance Registration Certificate, must be posted for public view in a common area. A common area would be the reception are, yes or no? If no, document.
 - (b) Current [Board Regulation 18 VAC 150-20-70.A and 150-20-185.A]: All permits, licenses, and certificates current, yes or no? If no, document.

(2) Small animal house call facilities shall meet the requirements of a full-service facility in Section VI(A)(1) with the exception of:

- (a) all requirements for building and grounds
- (b) all requirements for an examination room and surgery suite
- (c) steam Pressure Sterilized
- (d) scales

c. Small Animal Facility, Outpatient Practice [Board Regulation 18 VAC 150-20-200.B.(3)]:

(1) Permits/Licenses: [Board Regulation 18 VAC 150-20-30]:

- (a) Displayed [Board Regulation 18 VAC 150-20-30.A]: Each permit, license, certificate, with the exception of the DEA registration and Controlled Substance Registration Certificate, must be posted for public view in a common area. A common area would be the reception area, yes or no? If no, document.
- (b) Current [Board Regulation 18 VAC 150-20-70.A and 150-20-185.A]: All permits, licenses, and certificates current, yes or no? If no, document.

(2) Small animal outpatient shall meet the requirements of a full-service facility in Section VI(A)(1) with the exception of:

- (a) Surgery suite, however, if surgery is performed the facility must have a surgery suite as required by 18 VAC 150-20-100.A(2)(c).
- (b) overnight hospitalization.

B. New Facility Inspections: The inspector will inspect on those items required prior to opening . The same measures used to inspect in Section VI-A (Routine Inspections) will be used to determine compliance in new facility inspections. When conducting a new facility inspection, the inspector will determine the following:

1. Building and Grounds

- a. Sanitation [Board Regulation 18 VAC 150-20-200.A(1)]: If the facility is unclean or not free of filth that could endanger the health of clients, the inspector will describe the conditions on the inspection form and take photographs to substantiate the exact nature of the unsanitary conditions.
- b. Temperature [Board Regulation 18 VAC 150-20-200.A(1)(a)]:
The facility shall
maintain a temperature between 59 degrees and 86 degrees Fahrenheit.
- c. Ventilation [Board Regulation 18 VAC 150-20-200.A(1)(a)]:
The inspector will describe the facility's ventilation system on the inspection form.
- d. Lighting [Board Regulation 18 VAC 150-20-200.A(1)(a)]: The inspector will determine if the lighting is consistent with the medical well being of the patients.
- e. Water [Board Regulation 18 VAC 150-20-200.A(1)(b)]: The inspector will determine if the facility has hot and cold water and the source of the water supply, such as well or public water supply.
- f. Waste [Board Regulation 18 VAC 150-20-200.A(1)(b)]: The inspector will determine if the facility has a toilet and lavatory.

The inspector will describe the method of disposal of deceased animals on the inspection form. A refrigerator exclusively for storing carcasses, yes or no? If no, document.

2. Areas Within Building [Board Regulation 18 VAC 150-20-200.A(2)]

- a. Reception area [Board Regulation 18 VAC 150-20-200.A(2)(a)]: Is the
reception area separate, yes or no? If no, document.
- b. Examination room(s) [Board Regulation 18 VAC 150-20-200.A(2)(b)]:
Examination Rooms(s), yes or no? If no, document.
- c. Surgery Area [Board Regulation 18 VAC 150-20-200.A(2)(c)]:
A room

dedicated only for surgery, yes or no? If no, document.
Does the surgery room serve as a corridor, yes or no? If yes, document.

Measure and record the size of the surgery room on the inspection form.

List the equipment stored in the surgery suite on the inspection form.

d. Animal Housing Areas [Board Regulation 18 VAC 150-20-200.A(2)(e)]:

Separate compartments with floor constructed of a nonporous material, yes or no? If no, document.

Accommodations allowing for separation of contagious and non-contagious animals, yes or no? If no, document.

Exercise runs which provide and allow effective separation of animals, or walking animals, at medically appropriate intervals. If no, document.

3. Radiology [Board Regulation 18 VAC 150-20-200.A(3)]:

- a. In-house services for obtaining radiographs, yes or no? If no, document. (Proof of in-house radiographic services would include x-ray machine, dark room, and review of actual x-rays.)
- b. Radiographic equipment complies with all requirements of §F.10, Veterinary Medicine Radiographic Installations, of the Virginia Department of Health document "Ionizing Radiation Rules and Regulations," 1980, yes or no? If no, document.

4. Equipment [Board Regulation 18 VAC 150-20-200.A(4)]:

- a. Examination Room [Board Regulation 18 VAC 150-20-200.A(4)(a)]:
 - 1) Table with nonporous surface, yes or no? If no, document.

b. Surgery Suite [Board Regulation 18 VAC 150-20-200.A(4)(b)]:

- 1) Surgical table with nonporous surface, yes or no? If no, document. (Indicate type and model on the inspection report)
- 2) Surgical supplies, instruments and equipment, yes or no? If no, document. (The inspector will list the specific equipment and supplies on the inspection form.)
- 3) Circle gas anesthesia machine using an anesthetic vaporizer by , yes or no? If no, document.
- 4) Automatic emergency lighting, yes or no? If no, document. (Automatic emergency lighting must, at a minimum illuminate automatically with the loss of electrical power.)
- 5) Surgical lighting, yes or no? If no, document.
- 6) Instrument table, stand, or tray, yes or no? If no, document.
- 7) Waste receptacle, yes or no? If no, document.

c. Radiology [Board Regulation 18 VAC 150-20-200.A(4)(c)]:

- 1) Lead aprons, yes or no? If no, document.
- 2) Lead gloves, yes or no? If no, document.
- 3) Radiation exposure badges, yes or no? If no, document.
- 4) X-ray machine, yes or no? If no, document.

d. General Equipment [Board Regulation 18 VAC 150-20-200.A(4)(d)]:

- 1) Steam pressure sterilizer or an appropriate method of sterilizing instruments, yes or no? If no, document.
- 2) Internal and external sterilization monitors if steam pressure sterilizers are used, yes or no? If no, document.
- 3) Stethoscope, yes or no? If no, document.
- 4) Ophthalmoscope, yes or no? If no, document.
- 5) Thermometer, yes or no? If no, document.
- 6) Storage of records, yes or no? If no, document.
- 7) Anesthetic support equipment:
 - a) a resuscitation bag, yes or no? If no, document.

b) endotracheal tube, yes or no? If no, document.

8) scales, yes or no? If no, document.

9) otoscope, yes or no? If no, document.

C. Reinspections: The inspector will inspect the deficiencies previously determined.

The inspector will state the deficiencies noted on the previous inspection and the current state of each corresponding item.

The inspector will also inspect the areas outline in §VI-A. If the inspector observes an additional item in the inspection, the report shall be noted.

VII. CONDUCT OF INSPECTORS DURING INSPECTION

Conduct of inspectors shall be as follows:

- A. Proper introduction, using the Department's business card and, if requested, the Department's identification card.
- B. Be polite and courteous.
- C. Do not become argumentative over any issue.
- D. Only inspect for the items listed on the inspection report form.
- E. Be prepared to leave a copy of the regulations and law. Only direct the licensee to the regulation of law, if known. Contact the Board office if there are questions.
- F. Do not answer questions relating to interpretation of laws, regulations, or policy issues. Direct all such questions to the Board administrator.
- G. Do not suggest any actions, course of behavior, etc., as to how one will comply with the law or regulation.

VIII. FREQUENCY OF INSPECTION

- A. Routine and C.S.R.C. Inspections: A routine or C.S.R.C. inspection of each licensed animal facility will be conducted at least once every three years. This would create a three year inspection rotation of all facilities. There will be approximately 134 routine and 134 C.S.R.C. inspections annually.

- B. New Facility Inspections: New facility inspections will be conducted within five days of the specific date requested by the applicant, provided the application is received 60 days prior to the proposed opening date. After the initial inspection, new facilities will again be inspected within 12 months.
- C. Reinspection: Reinspections will be conducted on those facilities receiving a compliance letter from the Board as requested.

The inspections will be conducted within 12 months of the date of the facility's response to the compliance letter. The inspector shall wait 30-60 days after the response is received to allow the facility time to demonstrate sustained compliance with the conditions stated in the compliance letter.

For facilities with deficiencies corrected and no new violation, the facility will be scheduled for a biennial inspection.

For facilities with deficiencies not corrected or a new violation(s) noted, a report will be provided to the Board for appropriate action.

IX. SELECTION OF FACILITIES FOR INSPECTION

- A. Routine Inspections: As stated in Section VIII, each facility will be inspected at least one biennium.

Facilities inspected during an even month of a biennium will be reinspected during an odd month of the following biennium.

A list of facilities to be inspected in even and odd months of a biennium will be provided to Inspectors by the Division's supervisor.

- B. New Inspections and Reinspections: New inspections and reinspections will be conducted at the request of the Board. The selection will be determined by the requested inspection date.

X. INSPECTION COSTS

A breakdown of the average time to conduct an inspection, average cost of an inspection, and annual cost of inspections is as follows.

- A. Average Time to Conduct Inspections

	Shortest On-Site	Longest On-Site	Average On-Site	Average	Total
Average	<u>Time</u>	<u>Time</u>	<u>Time</u>	<u>Travel</u>	<u>Time</u>
New 2 hrs.	.5 hrs.	1.5 hrs.	1 hr.	1 hr.	
Routine	1.5 hr.	3.0 hrs.	2 hrs.	1 hr.	3 hrs.
Reinspection	1.0 hr.	3.0 hrs.	2 hrs.	1 hr.	
3 hrs.					
C.S.R.C.	.5 hr.	1.5 hrs.	1 hr.	1 hr.	
2 hrs.					

B. Average Cost to Conduct an Inspection

Cost	Average*	Average Hours to	Average
<u>Inspection</u>	<u>Hourly Rate</u>	<u>Conduct Inspection</u>	<u>Per</u>
New	\$36.75/hr.	2 hr.	\$73.50
Routine	\$36.75/hr.	3 hrs.	\$110.25
Reinspection	\$36.75	3 hrs.	\$110.25
C.S.R.C.	\$36.75	2 hrs.	\$73.5

C. Annual Cost of Inspections

	Total No. of <u>Inspections</u>	Total Hours <u>to Inspect</u>	Hourly <u>Rate</u>	Total <u>Cost</u>
New	25	50	36.75	1,837.50
Routine	147	441	36.75	16,206.75
Reinspection	25	75	36.75	2,756.25
C.S.R.C.	<u>147</u>	<u>294</u>	<u>36.75</u>	<u>10,804.50</u>
Total	344	860	36.75	\$31, 605.00

XI. INSPECTION REPORT FORM

- A. All routine, new, and reinspections will be conducted on the Board of Veterinary Medicine Inspection Report Form, and any addendum will be attached to the inspection report.

- B. Upon completion of the inspection, the inspector will:
1. leave the inspection report with the veterinarian-in-charge of the facility;
 2. respond to questions relating to the facts reflected in the inspection report;
 3. obtain signature of a veterinarian employed by the facility on the inspection form; and
 4. submit the white or original sheet of the inspection report form, and any addendum, to the Inspection Division; leave the yellow copy with the permit holder; and retain the pink copy.
 5. mail new facility inspection reports to the office of the Inspection Division before 5:00 p.m. the day of the inspection.
- C. The Inspection Division shall deliver a new facility inspection report to the Board office the same day it is received.
- D. The Inspection Division will forward the inspection report form to the Board within two days of its receipt.
- E. The Inspection Division will maintain a separate file on each facility inspection.

XII. EVALUATION OF INSPECTION PLAN

- A. Number of deficiencies cited per inspection. A comparison of this data will be made with the previous year's data. A 50-percent decrease in cited deficiencies would indicate the inspection program was gaining voluntary compliance with the laws and regulations.
- B. Total number of deficiencies cited for all inspections. A comparison of this data will be made with previous year's data. A 50-percent decrease in cited deficiencies would indicate the inspection program was gaining voluntary compliance with the laws and regulations.*
- C. Number of hearings conducted, compliance letters sent to licensees, and reinspections resulting from inspections. A comparison of this data will be made with the previous year's data. A 30-percent decrease in hearings conducted would indicate a decrease in the seriousness of cited deficiencies; a 20-percent decrease in compliance letters and reinspections would indicate a decrease in seriousness and number of deficiencies.**

XIII. SUMMARY REPORT

Provide quarterly summary reports to the Board that would contain the following:

A. Break-down of Types and Numbers of Inspections Conducted

1. New
2. Routine
3. Re-inspection
4. Total of all inspections

B. Board Actions:

1. Informal conference
2. Compliance letters

C. Number of Cases Initiated by Inspections

D. Number of Deficiencies Cited by Inspection

*The hourly rate is based on the operational cost of the Inspection Division. The rate will vary each month based on the Division's expenditures. The rate of \$36.75 is an average of July, August, and September 1998. The cost to the Board is determined by the Board's use of the Division.

**Alternatively, a decrease could indicate inspectors are not as vigorous or aggressive in conducting inspections. All data in A, B, & C needs to be reviewed in combination.

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